

Name of Person Filing Paper: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____

Case No. PB _____

INSTRUCTIONS AND REQUEST FOR HEARING DATE GUARDIANSHIP/CONSERVATORSHIP FOR AN ADULT

1. **Court Location:** There are 3 locations of the Superior Court in Maricopa County: downtown Phoenix, the Southeast Court Facility (Mesa) and the Northwest Court Facility (Surprise). The Southeast Court Facility (Mesa) is for persons who live in Mesa, Tempe, Chandler, Gilbert, and Apache Junction to the southern border of the Salt River, but not Scottsdale. You may file your papers at any Superior Court location, but for those filed in Phoenix OR Mesa, your hearing will be held at the downtown Phoenix location, and those filed at the Surprise location will be held in Surprise.

Probate Administration
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003
(602) 506-3668
Hours: 8 a.m. – 5 p.m.

Probate Administration
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210
(602) 506-2117

Probate Administration
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(602) 372-9402

2. **Court Documents:** After you file your forms with the Clerk's Office at the Court, take the following documents to Probate Court Administration (address above):

- a. Two copies of the **"Petition for Permanent Appointment"** stamped by the Clerk, AND
- b. Two copies of the **"Affidavit of Proposed Appointee"** stamped by the Clerk, AND
- c. One original and completed **"Information Sheet to Court Investigators"** AND
- d. The original and one copy of this **"Request for Hearing" Form**.

3. **Hearing Date and Assignment of Judicial Officer:** Court Administration will set a hearing date and time and check the box in front of the name of the judicial officer who will hear this case.

HEARING DATE AND TIME: _____, at _____ a.m./p.m.

☐ Judge Barbara Mundell
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Nancy K. Lewis
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Jane Bayham-Lesselyong
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

☐ Commissioner Edward W. Bassett
Old Courthouse
125 West Washington
Phoenix, AZ 85003-2205

4. **Notice of Hearing:** Court Administration will return this form to you after setting the date, time and place of hearing, and the name of the judicial officer that will hear your case. This is the information you will use to prepare the **"Order Appointing Attorney, Physician, and Court Investigator"** and the **"Notice of Hearing."**